

CONFIDENTIAL

Chief, Administrative Services

JUL 24 1951

General Counsel

Space Requirements

1. Pursuant to your oral request there is submitted herewith general information concerning future space requirements of this office. To assist in the understanding of our requirements, there is attached a rough layout of the office, the titles furnished in each space being descriptive only of the nature of the duties being performed. The number appearing below such titles indicates the number of persons in the room.

2. Based on the figure of 115 sq. ft. per person, the total future space requirements for this office for 24 people would be 2,760 sq. ft. In addition to the above, there should be sufficient space for a conference room and a library as indicated in the attached layout. It should be pointed out that the attached layout is not drawn to any particular scale and is intended only to give an indication of location and some relative sizes.

3. It is understood that this matter will receive further attention at a later date and at that time any change of circumstances could be reflected in a revision of a proposed layout.

LAWRENCE R. HOUSTON

OGC/JSW:mr

Encl:

Proposed OGC space layout

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Orig - Addressee

1 - Signer

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